



Greater Hamilton Arts & Events
23 Griffin Street
Waterdown ON L0R 2H0
(905) 690 9397 x 228

Vendor Information & Submission Form ARTSFEST June 22 & 23, 2019 Westdale Village, Hamilton ON

Thank you for your interest in ARTSFEST. At this time we are only accepting applications from Artists, Artisans, Craftspeople and Culinary Arts. Culinary Arts (Food Trucks & Beverages) should complete the separate Food Vendor Application Form.

Please review the information below, and if you would like to be part of ARTSFEST fill out the application form and send along with 3 pictures of your work and if available a picture of your booth set up to vendors@artsfest.ca.

If you have already been pre-approved by ARTSFEST we still require you to send in the completed application and payment.

Accepted vendors will receive an invoice only if they have been accepted.

ARTSFEST has limited vendor spaces and prompt payment will be a factor in determining higher position on the festival website and preferred vendor locations on the festival site.

Key Information for vendors about ARTSFEST.

ArtFest is an annual free public festival taking place at different locations in the Greater Hamilton area. The festival programming targets the retired wealthy and young families, with popular folk, jazz, classical and world music, theatrical performances, visual art & film, fine food and wine in a variety of settings that attracts visitors from across Ontario and upper New York state.

Date: June 22 & 23, 2019
Time: Public Opening 11AM – 11PM
Load In : June 22 : 8AM – 10.30AM - we will notify you of a scheduled arrival time, drop off your work, park your vehicle and return to your booth space to set up.
Load Out: 9PM June 23. No vehicles are permitted on site until after 9PM
Accepting only Artists / Artisans / Craftspeople / Culinary Arts
Cost: Outdoor 10'x10' Vendor Spaces- \$150 (Includes HST) Early Bird Prior to March 1, \$200 March 1 forward. Fee is for space and hydro only. Vendor must supply their own tent, tent leg weights, chairs, table, display.
Included: Hydro Electricity Outlet
Website listing with photo
Printed Program guide listing
Reserved Vendor Parking Available adjacent to Festival Site
Onsite ATMs and Portable Toilet & Wash Facilities
Inclusion on Vendor Map
Vendor Information Booth
Overnight Security

Payment: online by Paypal or major credit card at <http://ARTSFEST.ca/vendor-area/>, via eTransfer to vendors@artsfest.ca, cash or cheque payable to Greater Hamilton Arts & Events and delivered by mail or in person during regular business hours Mon-Fri 9AM-5PM to Greater Hamilton Arts & Events, PO Box 170, 23 Griffin Street, Waterdown ON L0R 2H0.



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****PLEASE COMPLETE AND SUBMIT THIS APPLICATION FORM ALONG WITH PICTURES OF YOUR PRODUCTS AND SET UP ****

First & Last Name	
Business Name for Listing	
Mailing Address	
Home or Business Telephone	
Mobile Telephone	
Email Address	
Website	
Facebook	
Description for Festival Website & Program (50 words Max)	
# of 10x10 spaces requested	
Date of Submission	
Signature	

By submitting and signing above the applicant vendor agrees to the terms & conditions below if application is accepted by ARTSFEST:

1. Vendor assumes full and sole responsibility for safekeeping of its products and display materials, and the health and safety of festival attendees at their designated space within the festival.
2. The vendor agrees to confine his/her presentation to within the contracted space only, and within the maximum height of 8', and to maintain a staff in his/her booth space during festival hours.
3. ARTSFEST reserves the right at any time to alter or remove exhibits or any part thereof, including printed materials, product, signs, lights or sound, and to expel vendors or their personnel if, in ARTSFEST's opinion, their conduct or presentation is objectionable to other event participants and/or attendees, or is in violation of the Terms.
4. Proselytizing of a religious or political nature is not permitted within the Festival.
5. Materials depicting graphic violence, as deemed by event ARTSFEST, are not permitted on site.



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6. Standard 120AMP electrical service is being provided by ARTSFEST to vendor spaces. Any electrical equipment, generators & wiring brought in by Vendor shall be at the vendor's sole risk & expense. All operating electrical equipment used must have CSA or equivalent provincial power authority approval.
7. Space contracted by the vendor may not be sublet without the prior written permission of ARTSFEST. The vendor may not distribute literature or promotional material from a third party without the prior written consent of ARTSFEST.
8. The vendor agrees to abide by all regulations and rules adopted by ARTSFEST in the best interests of and agrees that ARTSFEST shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, and after the festival.
9. The vendor will be liable for and will indemnify and hold harmless ARTSFEST, its board of directors, the City of Hamilton, and any sponsors or funding agencies from any loss or damages whatsoever suffered by anyone as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, the vendor, other vendors, ARTSFEST, the City of Hamilton and their respective agents, sponsors, directors or employees and members of the public attending the event, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the vendors' occupancy of said space.
10. The vendor may use the ARTSFEST logo to promote only his/her participation at the event. It cannot be used in any way that is perceived as an endorsement by the Festival of the vendor's company, product, or service without written approval from the ARTSFEST.
11. Goods must not be shipped to the event for shipping charges to be paid on arrival as these will not be accepted by ARTSFEST. ARTSFEST assumes no responsibility for loss or damage to goods before or during the period of the event, or after its closing.
12. The vendor agrees that no display may be dismantled or goods removed during festival hours. The vendor also agrees to remove his/her exhibit, equipment, and fixtures from the event within 3 hours of festival public closing, or in the event of failure to do so, the vendor agrees to pay for such additional costs as may be incurred.
13. ARTSFEST shall not be liable in damages or otherwise for failure to carry out the terms of this agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatever beyond the control of ARTSFEST whether similar to or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the vendor should in any way be rendered unusable, the vendor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of ARTSFEST. A refund of all monies paid by the vendor to ARTSFEST will be made by ARTSFEST in the event that the event is not held as proposed by ARTSFEST.
14. ARTSFEST reserves the right to cancel this contract and to withhold possession of exhibit space if the vendor fails to perform any material condition of this contract or refuses to abide by the event rules, regulations or vendor policy, in which case the vendor shall forfeit as liquidation damages all space rental payments made by him /her and any further occupancy of such space.
15. ARTSFEST reserves the right to assign vendor to a specific space, and to alter or change the space assigned to the vendor.
16. The solicitation of cash donations is not permitted by vendors within the Festival.
17. The vendor acknowledges that the ARTSFEST sponsors may have exclusive on-site distribution privileges for certain products.



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18. The vendor is subject to the terms of the ARTSFEST Vendor Policy and any other conditions placed on the vendor by ARTSFEST staff specific to your participation.

19. **Cancellation Policy** This contract may be cancelled by either party provided written notice is received as follows:

- Up to one month prior to festival in which case all monies paid by the vendor will be refunded.
 - Within one month prior to festival, in which case the vendor will be liable for 100% of the total contracted space costs if cancelled by Vendor.
-) In the event Vendor does not arrive at load in at the time assigned for load in, the contract is cancelled, no refund will be issued, and ARTSFEST may assign the vendor's assigned space to another party.

By canceling this contract the vendor forfeits all right or claims to the allocated space and ARTSFEST is free to rent it to others and retain the vendor fee as a cancellation charge. This cancellation policy is not conditional upon approval of booth location.

20. This Contract shall not take effect until payment of vendor fees in full is received by ARTSFEST, payable at the website <http://artsfest.ca/vendor-area>, via e-transfer to vendors@artsfest.ca, or by cheque payable to GREATER HAMILTON ARTS & EVENTS. ARTSFEST is produced by the non-profit corporation GREATER HAMILTON ARTS & EVENTS, wherever the term ARTSFEST is used within this agreement it is understood that it applies to GREATER HAMILTON ARTS & EVENTS.

ARTSFEST 2019 Vendor Policy

Saturday, June 22, 2019:

You must be set-up by 11:00 AM and remain set up until sundown. Vendors are encouraged to remain open for the entire event. No loading vehicles will be allowed in the festival area after event start time 11:00 AM, or before closing 11:00PM.

Sunday, June 23, 2019:

You must be set-up by 11:00 AM and remain set up until 9PM. Vendors are expected to remain open for the entire event. No loading vehicles will be allowed in the event area after event start time 11:00 AM and no vehicles will be allowed to re-enter the street closure before the end of the event at 9:00pm. Vendors wishing to depart prior to 9PM must move their property and goods via cart or by hand and carry off festival site to their vehicle in the vendor parking area.

Check-in time will be staggered depending on your location and vendors will be notified of their designated arrival time and check in gate 48 hours prior to event. Please arrive on time. You must drive to the designated check-in gate where a volunteer will direct you to your designated vendor space. Do not enter from any area other than the designated gate. You must drop off your goods and supplies at your designated vendor space and immediately park your vehicle in the reserved Vendor parking, then return to set up. Vehicles left within festival site after 10.45AM Saturday or at any time during the festival WILL BE TOWED.

Vendors are advised to remove their products at the end of the night on Saturday, and return Sunday morning prior to 11AM. Overnight security is provided however ARTSFEST accepts no liability for vendors products.

ARTSFEST reserves the right to assign your vendor space. NO EXCEPTIONS OR CHANGES.

Criteria for Choosing Vendors: Artisan and local vendors will be given top priority. We will also take into consideration the product diversity of accepted vendors. Applications will be assessed on a first come, first served basis. Any applications received after the deadline will be placed on a waiting list. Participation is not guaranteed to vendors from previous years. Selection is done on a year-to-year basis and previous acceptance does not guarantee acceptance for the current year.



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Payments can be made by Paypal or credit card on the website, <http://artsfest.ca/vendor-area>, eTransfer to vendors@artsfest.ca, or cash or cheque delivered to our office at 23 Griffin Street, Waterdown ON L0R 2H0. Please make cheques payable to: Greater Hamilton Arts & Events.